



P.O. Box 168025  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments

## JOB OPPORTUNITY



Arnold Schwarzenegger,  
Governor

**CLASSIFICATION:** Student Assistant  
(one position)

**POSITION LOCATION:** Health and Human Services Data Center (HHSDC)  
Telecommunications Division  
Network Integration and Connectivity Services (NICS) Group  
P. O. Box 168025  
Sacramento, CA 95816  
**(Free Parking Available)**

**SALARY:** \$7.86 - \$10.46/hour

### **Duties/Responsibilities:**

Under general direction of the Data Processing Manager I, Network Integration and Connectivity Services (NICS) Group, Telecommunications Division, the student intern performs duties to assist with the development and support of the unit Intranet website; research and prepare reports, graph and charts; prepare documentation for moves, adds and changes to telecommunications equipment and/or circuits within the statewide HHSDC wide area network (WAN); assist with inventory management; and provide standard administrative tasks for unit staff.

### **Desirable Qualifications:**

- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.
- Ability to gather and organize statistical data for reporting purposes.
- Skill to use a PC
- Knowledge of software applications, such as Microsoft Word, Excel, Visio, Access and Powerpoint
- Skill to create, navigate and manipulate tables, queries, and reports using a RDMS
- Knowledge of HTML and HTML editors.
- Familiar with researching files and producing written reports and charts using Microsoft tools
- Ability to lift a minimum of 20 lbs.
- Ability and willingness to be punctual, maintain good attendance, be dependable and trustworthy



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- Ability to take and follow directions from many different staff members.
- Ability to interact positively and effectively with a variety of staff at all levels
- Ability to write grammatically correct, concise and informative business documents
- Ability to work effectively and efficiently with minimal supervision or with others in a team setting
- Ability to set priorities, organize workload and meet deadlines
- Knowledge of Remedy and Crystal Reports
- Knowledge of tools and methods for intranet page development such as Active Publisher or Dream Weaver
- Ability to give attention to detail and accuracy

### **WHO MAY APPLY:**

Positions are open to students who are currently enrolled in a minimum of six (6) semester units with at least 2.0 G.P.A. in any accredited college or university of good standing. Proof of enrollment and transcripts of all prior college coursework must be provided prior to employment.

**Current HHSDC students are eligible to apply.**

**Please reference CSUS # 0105SES078 and/or RPA# 05-214 on your application.**

**Inquiries regarding this position may be directed to Sylvia Oropeza at (916) 739-7648.**

### **HOW TO APPLY:**

**If you are currently working for the State of California as a student assistant,** please submit a CSUS Foundation application at the CSUS Foundation located at:

CSUS  
Human Resources  
6000 "J" Street, Room 300, 3<sup>rd</sup> Floor (Bookstore Building)  
Sacramento, CA 95819

You may access a CSUS application on their web-site: [www.foundation.csus.edu](http://www.foundation.csus.edu)



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**Current HHSDC student assistants** must submit a signed state application (STD678) and resume to the:

Health and Human Services Data Center  
Human Resources Branch

**Attn: RPA # 05-214**

P. O. Box 168025  
Sacramento, CA 95816

**DO NOT SEND APPLICATION OR RESUME VIA E-MAIL.**

**FINAL FILING DATE: Until Filled**

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.